

Job Title: Data Management Coordinator

The **Massachusetts Water Resources Authority (MWRA)** is seeking a Data Management Coordinator to develop departmental computing resources, including loading and checking environmental and operational monitoring data. Assists in the development of computer applications to automate loading, checking, analysis, and reporting of data from various sources. Also, coordinates the analysis of all data and develops applications for data visualization. Provides technical guidance, documentation, and training to departmental staff and coordinates data management with department and division information systems.

Job Requirements:

- This position requires a degree in information technology, computer science, engineering, chemistry, biology, environmental science or related field is required. Appropriate graduate degree preferred; and
- Five (5) to seven (7) years of experience in developing and using relational databases; and
- Five (5) to seven (7) years of experience relating to the development, maintenance and management of complex computer application systems; of which at least two years include a supervisory role; and Experience developing and modifying Crystal Reports; or Any equivalent combination of education and experience.
- Salary Range: \$1153.19 - \$1713.61 weekly

Job Duties:

- Serves as database administrator for departmental databases by loading and checking large environmental science data sets, and by developing computing procedures to ease data entry, checking and documenting corrections to data sets. Integrates Departmental databases with other Operations departments, including the Central Laboratory, Operations, and MIS.
- Develops and implements automated procedures for downloading and formatting data from the database for routine and ad-hoc reports and graphics production, using various tools such as Oracle, Access, R, MATLAB, Python, Visual basic, Excel, and/or other commercial packages. Assists management staff and others in the development of applications for data visualization. Proposes and develops maps, graphs and figures that usefully summarize scientific data for decision-makers, Authority staff and the public. Develops data annotation tools for logging data corrections to raw lab or analyzer data in the department database to allow corrected data to be extracted for compliance or water quality analysis.
- Prepares regular and ad hoc informational reports for Authority management and staff, the regulatory community and the public. Provides monitoring data to Authority staff, consultants and the public as appropriate. Develops procedures for automated checking of data to trigger review of unusual data. Provides ongoing training for staff and technical assistance to facilitate the development and implementation of Departmental projects. Ensures that data management practices promote information sharing and that data quality is consistent with department policies and are integrated into Department and Authority information systems.
- Develops and implements computing strategies, in conjunction with MIS, to maximize use of available hardware and software by integrating text, graphics and imaging information across computing platforms. Reviews consultants and staff analyses of monitoring data as needed. Provides monitoring data to Authority staff, consultants, and the public as appropriate. Maintains current knowledge of policies and procedures related to the implementation and enhancements of departmental information systems and actively participates in analyzing the impact of proposed policies and provides input.
 - **Toxic Reduction and Control Data Management (TRAC) Coordinator:** Manages TRAC data management in support of the Industrial Pretreatment Program's daily business and EPA reporting requirements; maintains technical knowledge of PIMS, LIMS and WEBSmr application systems; works closely with MIS to identify PIMS/LIMS operational problems and to recommend solutions, and assists with end-user testing.
 - **Environmental Quality (Water) Data Management Coordinator:** Coordinates the analysis of water quality data from DLS, Process Book, Operations databases, and other sources; coordinates development and maintenance of a consistent database structure and quality standards for the

compilation and management of compliance and other verified data sets, in coordination with MIS, DLS, and Operations; and assists the Program Manager in the development of a dashboard / data visualization application.

- **Environmental Quality (Wastewater) Data Management Coordinator:** Coordinates the analysis of wastewater and environmental quality data from TRAC, DLS, Plant Systems and Residuals; coordinates maintenance of a consistent database structure and quality standards for influent, effluent and sludge data coordination with MIS, DLS, and plant systems; and assists the Marine Studies Project Manager in oversight of consultant data management under the Harbor and Outfall Monitoring contract. Reviews consultants and staff analyses of monitoring data, as needed, particularly reports of contingency plan threshold value exceedances.

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